

AMERICORPS Job Description for 2005-6 School Year

Position Title: *Environmental Science Educator*

The environmental science educator will coordinate a forest field trip program to be provided to 21 school districts through the Western Upper Peninsula Center for Science, Mathematics and Environmental Education. The member will receive training and supervision on the job, but should have a 4-year degree in biology, forestry, or science education *and* some prior experience teaching K-8 students. The Western U.P. Center is a partnership of the Copper Country and Gogebic-Ontonagon Intermediate School Districts and the Center for Science and Environmental Outreach at Michigan Technological University, and is one of Michigan's 33 math/science centers. Other Center programs include family science/math nights, after-school science/math enrichment, teacher professional development, science fair, adopt-a-stream, and other programs that support hands-on, inquiry-based learning.

RESPONSIBILITIES

The AmeriCorps member will participate in the following activities:

1. Coordinate the Forest Field Trip Program for elementary schools in Houghton, Baraga, Ontonagon, Keweenaw and Gogebic counties during fall, winter and spring:
 - a. Design and conduct field trip activities;
 - b. Manage all communication and field trip scheduling with teachers.
 - c. Maintain program records and conduct program evaluation.
2. Assist in preparing for family science nights. Conduct science night presentations, as needed.
3. Assist with delivery of after-school, Saturday, evening, and summer environmental education programs for K-12 students, teachers, and community members.
4. Provide office support: phone answering, copying, word processing, etc.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

1. Excellent organizational skills; able to manage multiple assignments; meet short deadlines; provide programs on some evenings and weekends.
2. Experience conducting presentations, organizing events, interacting with K-12 students.
3. Knowledge of environmental science topics.
4. Comfortable using Microsoft Word office package; Excel, and layout experience desirable.
5. Good verbal and written communication skills; good people skills.

LOGISTICS

1. Hours flexible; average 36 hours/week full-time.
2. Has own transportation (will be reimbursed for mileage).
3. Service location is: 105 Dillman Hall, on the campus of Michigan Technological University.

BENEFITS

\$11,000/year living allowance; plus \$4,725/year educational award received at completion of each year of service. Health and childcare benefits for full-time AmeriCorps members also provided.

FOR MORE INFORMATION

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